

NDE Bulletin
November 8, 2012

SAVE THE DATE – 2013 State Data Conference

April 29-30, 2013 – Kearney Nebraska

Audit AYP Window Closes November 8, 2012

Contact: Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov)

Any appeals regarding AYP (based on 2011-12 data) must be received by November 8th. NDE has been rerunning AYP calculations periodically since the preview window opened in on October 9. It is crucial that districts check their data for accuracy as changes will not be allowed after November 8th. See previous NDE bulletins or directions on the “State of the Schools Report Card – Preview Site 2011-2012,” on the “Preview Window” tab for submitting appeals.



Allowable Title I Expenditures

Contact: Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov) or your NDE Title I Consultant

NDE is in the process of updating the NDE Grants Management Guidance and wanted to make you aware of some clarifications regarding allowable Title I expenses that will be included the revised guidance. Please share this information with staff in your district needing this information.

Allowable Title I Expense information that will be included in the NDE Grants Management Guidance is posted on the NDE Title I web page

(<http://www.education.ne.gov/federalprograms/Title%20I%20Part%20A.html>). The document is available beneath the header, “Title I Latest News and Information.”



Time and Effort Reporting

Contact: Diane Stuehmer (402-471-1740 or diane.stuehmer@nebraska.gov)

USDE has provided information that states can implement a substitute system for districts to report Time and Effort for any staff being paid with federal funds. NDE is working on details, but **will not implement any changes until the 2013-14 school year**. Districts should continue using Time and Effort logs or semi-annual certification as in the past. The following information can be found on the NCLB Monitoring Guide Checklist.

All personnel paid from one or more than one federal fund must maintain a time and effort log.

(a). Monthly verifications required if paid from multiple cost objectives. An employee is considered to work on multiple cost objectives, if they work on:

- ✓ More than one federal award;
- ✓ A federal award and a non-federal award;
- ✓ An indirect cost activity and a direct cost activity;
- ✓ Two or more indirect cost activities which are allocated using different allocation bases; or
- ✓ An unallowable activity and a direct or indirect cost activity

Must be an after-the-fact record that reflects the actual activity of the employee. Must account for the total activity for which the employee is compensated. Must be prepared monthly and signed by employee and building principal, HR representative or superintendent.

(b). If an employee works solely on a single federal award or cost objective, the activity must be supported with semi-annual certification. Certification must be signed by employee and building principal, HR representative. or superintendent.

Cost Allocation Guide for State and Local Governments (September 2009) pages 31 & 32



2012-2013 Title IC Migrant Grant

Contact: Sue Henry (402-471-3440 or sue.henry@nebraska.gov)

The 2012-2013 Title IC Migrant grant application became available in the GMS Wednesday, November 7, 2012. This application is due to NDE January, 7, 2013.

State of the Schools Report – Timeline

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

State of the Schools Report Timeline	
October 9	Preliminary release of the State of the Schools report for 2011-12 SY to districts. AYP decisions posted on the SOSR Review 2012 Districts have 30 days to submit appeals of AYP decisions
October 23	Superintendents have access to Nebraska Performance Accountability System (NePAS), and rankings – however rankings are subject to change through November 9.
November 13	Superintendents will have early access to all embargoed statewide data.
November 15	News media agreeing to the embargo will have early access to data
November 20	Public Release of the State of the Schools Report for the 2011-12 SY

GMS Final Reimbursement Requests

Contact: Shane Rhian (402-471-4313 or shane.rhian@nebraska.gov)

Final reimbursement requests for federally funded grants paid through GMS are due to NDE Financial Services, in approvable format, by November 15, 2012.

Applicable grants include:

- McKinney Homeless Grant
- No Child Left Behind (NCLB)
 - Title IA
 - Title ID
 - Title IIA
 - Title IID
 - Title III-IE
 - Title III-LEP

- SPED IDEA Collaborative Grant
- SPED IDEA Early Development Network Grant
- SPED IDEA Sec Transition Grant
- SPED IDEA Consolidated Grant
 - Base
 - Preschool
 - Enrollment - Poverty
 - CEIS
 - NonPublic
- Title I Accountability Funds
- Title IC – Migrant

When submitting reimbursement requests, keep the following in mind:

- Supporting documentation needs to be supplied for journal entries and credit card procurement charges
- When making payments to individuals, be specific as to what the payment is for
- For parent activities, be specific as to what was purchased and who participated in the activity
- Whenever computers are purchased with Title I Funds, they must be listed on the consolidated application on the Capital Outlay/Equipment – Operational Equipment page. Computer purchases cannot be approved if they are not listed. This includes electronic items such as ipads, ipods, Kindles, or anything considered small and attractive.
- Service Provider tab must be completed for all non-school district service providers for IDEA grants.

Submittal of Nebraska Withdrawal from Mandatory Attendance Form (NDE 10-005)

Contact: Brian Halstead (402-471-0732 or brian.halstead@nebraska.gov)

Section 79-202(8) provides that the Commissioner of Education shall prescribe the required form for withdrawals pursuant to Section 79-202 and can determine whether the forms shall be submitted to NDE or whether data will be collected from school districts at the end of the 2011-12 school year.

The Nebraska Withdrawal from Attendance Form can be found in the NDE Portal under the Forms tab along with the Instructions for Completion of the Form, and can be accessed at the following link:

<https://portal.education.ne.gov/site/DesktopDefault.aspx?tabindex=1&tabid=7>

Withdrawal from attendance under Section 79-202 shall be valid only if the person making the request signs the prescribed form, the child signs the prescribed form if the reason is required employment to support the child's family, and the Superintendent or designee signs the prescribed form acknowledging that all of the requirements of Section 79-202 have been met. Please complete this form on-line as the instructions indicate instead of filling in the blanks with handwritten text.

The Commissioner has determined that a PDF copy of the completed form shall be submitted to NDE at the time the on-line form is completed and signed by all of the required parties. The PDF copy of the form can be e-mailed to Brian Halstead, Assistant Commissioner, at brian.halstead@nebraska.gov

2012-2013 Teacher Vacancy Survey (CDC collection) - Open October 15

Contact: Karen Buller (402-471-2444 or karen.buller@nebraska.gov)

Public districts only

The Teacher Vacancy Survey is an annual collection from all Nebraska public school districts for the purpose of gathering data relating to teacher supply. The information collected from survey responses is essential in determining official teacher shortage areas for the state. Teachers employed to teach in a content area that has been designated as an official teacher shortage area may be eligible for a number of state and federal teacher loan forgiveness opportunities. The Teacher Vacancy Survey opens October 15 and is due November 15. The survey can be found in the Portal under the Consolidated Data Collection.

U.S. Department of Education: Civil Right Data Collection (CRDC)

If you have any questions about SY 2011-12 CRDC, please contact the Partner Support Center:

Click the link for the: [Contact Support Form](#)

Telephone: 1-855-320-6459

Fax: 888-329-3336 (888-FAX-EDEN)

TTY/TDD: 888-403-3336

The CRDC is now open for district submissions and will close **December 7th, 2012**. Your district's participation in CRDC is very important. Every school district and all of the nation's public schools are participating in the 2011-12 CRDC. This includes all state-operated schools and educational programs at juvenile justice facilities. The U.S. Department of Education has been sending CRDC communications to your districts to contacts you designated this spring. As of October 15, only 84 out of 274 Nebraska districts had started. Of the 84 that had started, 13 of the districts have certified (Thank You!).

The CRDC is conducted by the Office for Civil Rights of the Department of Education. The CRDC collects data on key education and civil rights issues in our nation's public schools, including student enrollment and educational programs and services, disaggregated by race/ethnicity, sex, limited English proficiency and disability. First collected in 1968, it is a valuable source of information about access to educational opportunities in public schools that is used by OCR and federal educational offices, as well as parents, policymakers, researchers and many others in the education community. Providing information to the CRDC is mandatory under federal law.

NDE Bulletin now available in RSS Feed

Contact: NDE Helpdesk (888-285-0556 or nde.helpdesk@nebraska.gov)

We have added an RSS feed that users can subscribe to. Don't forget that the current and past NDE Bulletins can always be found at <http://www.education.ne.gov/ndebulletins/index.html>. The RSS feature can be found at the above webpage in the upper right hand corner (orange icon). RSS feeds can be used with Outlook and a number of web-based feed readers. At this time we will also continue to send the bulletin out via e-mail.

How to contact the NDE Helpdesk

There are three ways to contact the NDE Helpdesk with questions. All three ways get to the same place, so please only use one of these options.

1. Submit a "Helpdesk Request" from your portal account. After logging into the NDE Portal, it is available in the upper right corner of the Collection Announcement page. This will be the fastest way to get your request to the NDE Helpdesk.
2. Email: nde.helpdesk@nebraska.gov

3. Call Toll Free: 888-285-0556 Please leave your full name, organization, call back number and a brief description of your question.

Ginny Carter, NDE Helpdesk

Nebraska Department of Education - Data, Research, Evaluation and IT

301 Centennial Mall South - Lincoln, NE 68509

Phone: Toll Free 888-285-0556

Email: nde.helpdesk@nebraska.gov